

Tree Maintenance

Financials Tree Maintenance

In an effort to increase the efficiency, a new financial tree maintenance form was designed. This new form can be used for all financial trees. The financial tree maintenance form has a place for name, phone number (B2) and columns for the required information to add values to the trees.

Columns A-E:

- Column A is for Business Unit.
- Column B is for the tree to add the value.

Typically you would only be adding values to the BCM_ORG, BCM_PROJECT, BCM_FUND_SRC, RPT_ORG, RPT_PROJECT and RPT_PROGRAM trees. The type of value (Org, Project or Fund Source) would indicate which tree is needed.

Some agencies have other trees in addition to the ones listed above. The most common is a RPT_ORG tree. This tree is created when an agency wishes to rollup reports differently than the control budget with the BCM_ORG tree. In addition there could be trees indicating the Fiscal Year if an agency reorganizes and needs new trees, i.e., BCM_ORG20XX, BCM_PROJECT20XX or BCM_FUND_SRC20XX tree. This is necessary for transactions for Budget Year 20XX to process with the current tree structure while building new trees for the new Fiscal Year.

- Column C is for the value being added. The Org, Project or Funding Source Chartfield goes in this column.
- Column D is the level on the tree the new value should be placed.
- Column E is for the parent of the new value. This is the roll up level. The parent must be exactly one level higher than the child.
- Column F is for "Fund Balance Category" selection from a drop - down list.
- Column G is for the "Rationale - Fund Balance category" selected in column F (see form tab "Fund Balance Instructions")
- Column H is for the federal CFDA number if requesting a federal fund source

To speed up the financial tree maintenance process, email the completed form directly to fscm@sao.ga.gov. Always verify that the values to be added are in PeopleSoft - Design Chartfields and review your tree maintenance request once it is completed to verify it is correct. Notify SAO Customer Service Center immediately if your request was not processed correctly.

If you have any questions about your financial trees, please contact the SAO Customer Service Center at (404) 657-3956 or (888) 896-7771 press option 1 and then option 1 again. The Financial Tree Maintenance form is located on our website at sao.georgia.gov under PeopleSoft Financials Commitment Control – Forms.

Human Resources Tree Maintenance

The HCM tree maintenance form is located on our Website and should be submitted to the HCM Team via email to hcm@sao.ga.gov. If you have any questions, you can contact the SAO Customer Service Center at (404) 657-3956 or (888) 896-7771 press option 2 and then option 1.